

WITNESS REIMBURSEMENT - INSTRUCTIONS

The information on this form does not apply to Federal Employees (military or civilian), deportable aliens or aliens paroled into the United States for prosecution.

As a defense witness you will receive a Fact Witness Voucher (form OBD-3). Complete form OBD-3 following the instructions on the form and on this instruction sheet. **DO NOT COMPUTE THE FEES UNDER THE AMOUNTS (DOLLARS) SECTION ON THE RIGHT SIDE OF THE OBD-3 FORM.** This section will be computed for you.

Claims for expenses over \$25.00 (excluding meals) must be supported by receipts.

1. \$40.00 fee will be paid for each day's attendance and **REQUIRED** travel days.
2. Transportation: reimbursement for travel by the **LEAST EXPENSIVE** method, will be made. The rates per mile for travel by privately owned vehicles are: Motorcycle = \$.30.5; Automobile = \$.40.5; Airplane = \$1.07.

Distances traveled (from and returning to your place of residence - or where you are located when subpoenaed) are determined by odometer readings or the Rand McNally Standard Highway Guide. In addition, **NECESSARY** tolls, parking fees, etc. will be paid. If two or more witnesses travel in the same privately owned vehicle, only one reimbursement for mileage will be made.

Rental Vehicles and other transportation expense will not be reimbursed.

Common carrier: Travel by scheduled common carrier (rail, bus, plane) will be reimbursed at Coach Rates. Charter services are not considered common carrier for reimbursement purposes. Do not travel first class - do not use "frequent flyer" tickets, do not purchase non-refundable tickets or tickets with penalties for changes or cancellations - if your appearance date changes or is cancelled you will not be reimbursed for this expense.

3. **Meals and Lodging:** Provided an overnight stay is required, you are entitled to the meals and incidental expense portion for each day you remain away from your residence and the lodging portion for each night you remain away from your residence. You are only entitled to one-half of the M&IE rate for the first and last days of travel.

<u>City</u>	<u>Lodging</u>	<u>Travel Days</u>	<u>Full Court Days</u>
Grand Rapids	\$70.00	\$19.50	\$39.00
Kalamazoo	\$61.00	\$15.50	\$31.00
Lansing	\$74.00	\$21.50	\$43.00
Marquette	\$60.00	\$15.50	\$31.00

YOU ARE PERSONALLY RESPONSIBLE for the payment of your transportation and lodging expenses. The voucher will be submitted to the U.S. Marshals Office and payment will be mailed to you.

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